

BOARD OF SELECTMEN

February 14, 2012

Minutes

The Board of Selectmen met on Tuesday, February 14, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

Town Administrator Report

Mr. Goddard said the Board would find attached to this report Change Order #06 with K & S Builders, Inc., who is the general contractor for the Highland Building project. The change order, which has been reviewed and recommended to the Board by the Highland Building Stabilization Committee, is actually a decrease of \$8,950.00 in the contract amount with K & S because the Committee has had to hire an experienced mason to re-point the fieldstone foundation.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the Highland Building Stabilization Committee, the Board of Selectmen approves the amendment to the contract with K & S. Builders, Inc. to decrease the scope of services in the amount of \$8,950.00 as specified in the attached Change Order #06 as prepared by Menders, Torrey & Spencer Architects.

Mr. Goddard said the National Brain Tumor Society has requested permission to conduct part of their annual 'Ride for Research' bike race over Carlisle's Streets. This would be their 18th annual race and is scheduled on Sunday, May 20th.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the National Brain Tumor Society's request to conduct a portion of its' Sunday, May 20, 2012 bicycle race in the Town of Carlisle with the understanding that they shall consult with the Police Dept. regarding traffic and roadway safety issues.

Mr. Goddard said a Harassment Prevention seminar will be held for the Town employees on Tuesday, March 20th at 2:00 p.m. He said this training has not been offered in quite some time and our participation will also earn loss control credits with MIIA.

Also included in this report, Mr. Goddard said, was a memorandum from Town Counsel relative to a checklist for the roadway layout process. Mr. Stevenson said this will not be an agenda item tonight.

Mr. Goddard said the Town Clerk has asked the Board to sign eight (8) original copies of the Election Warrant for the March 6th Presidential Primary.

Mr. Goddard said the Board has been asked to approve Change Order #011 with H.V. Collins Co., Inc, the general contractor for the Carlisle School building project. This change order has been previously reviewed and recommended to the Board by the School Building Committee. Mr. Stevenson spoke about some of the items that were included in this change order.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board of Selectmen approves the amendment to the contract with H.V. Collins Co., Inc. in the amount of \$48,178.00 as specified in the attached Change Order #011 as prepared by HMFH Architects.

Community Input

Board of Selectmen

Feb. 14, 2012

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Approved: 2/28/12

Barbara Lewis, 282 East Riding Drive was present to ask the Board to support a resolution calling for Congress to pass new measures to deny corporations the constitutional right of freedom that belongs to the people of this country and to limit or eliminate money in campaigns. She offered an example resolution the Town could place on the warrant for approval.

Mr. Stevenson said the Board would be discussing this matter tonight during our Town Warrant discussion and at future meetings. Barbara offered to come back and answer any questions the Board may have.

Approval of amendments to Personnel Board

Mr. Goddard spoke briefly about the amendments to the Personnel Policies. He said the first one is an amendment to *Chapter 24.0 Sick Leave*. The amendment is *24.8 Family Sick Days*, which Mr. Goddard said allows an employee to use up to five days per year of his/her accumulated sick leave to care for a member of their immediate family.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to adopt Section 24.8 of the Personnel Policies.

Mr. Goddard said the second amendment was relative to *33.0 Retirement*. He said Larry Barton brought this to the Board's attention. This amendment, *33.2* states that any employee retired by the Town under the current pension plan as a result of their employment with the Town shall be eligible to continue as a participant in the group health and life insurance plans offered by the Town's carrier(s) provided he/she was enrolled in such plan or plans on the date of retirement, and further provided that the retiree makes the required contribution to the cost of coverage in effect at the time the monthly payment is due. It was noted that should the retiree come off the plan after retirement, they cannot re-enroll.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** to adopt the amendment to the Town's Retirement Plan as presented to the Board on 2/14/12.

Cemetery Deeds

The Board of Selectmen, in their role as Cemetery Commissioners, made the following deed transfers.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to transfer to Brian Bonenfant of Carlisle, Massachusetts the following: Deed No. 653 for Cemetery Lot D159, Graves 1 through 4 and Deed 654 for Cemetery Lot D160, Graves 1 through 4, in the Town of Carlisle, Green Cemetery.

Minutes

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of January 10, 2012.

On a motion made by Mr. Scavongelli and seconded Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of January 24, 2012.

Liaison Reports

Mr. Williams said the Community Preservation Committee will be meeting on February 15th. He said they have received four applications which were the following: Paige Elliot Project, Community Housing, Highland Building and the Steeple at the First Religious Society. In reply to Mr. Stevenson, Mr. Williams said the Community Housing request was for \$25,000 for the Housing Authority and that was to look at two or three different sites. He said the cost for the Steeple is in the \$30,000.00 range. The Paige Elliot request is about \$150,000 and the Highland Building request is approximately \$77,000.00. Mr. Williams said tomorrow night they will hear from the various applicants.

Mr. Hult reported on the Concord-Carlisle High School project. He said they are in the final process of selecting a contractor for the project. He said the Selection Committee went from eleven contractors to five, and now they have narrowed it down to two, which they interviewed at their last meeting. He said the two choices are the Turner Construction Company and the Shawmut Construction Company. Mr. Hult said they

both provided very good presentations. He said they are meeting tomorrow and should make a final decision then. He was confident they will make an outstanding choice.

Mr. Gorecki said he attended a meeting with all the Land Use Boards recently. He said this meeting was important because it was one of our goals. He said there was a discussion about the Greenough Barn and a few people volunteered to be on a committee to preserve the Barn.

Mr. Hult said he and Mr. Stevenson attended a meeting where the Minuteman School Superintendent spoke about issues related to the future and the potential building project. He said there is a feasibility study underway with the Building Committee. Mr. Hult said the Superintendent took great pains to assure us that they are going through a process under the law that requires all sixteen towns to approve a potential building process. In the course of that he did mention that there is an alternate process that other Towns have undertaken that has allowed them to do it with a two-thirds vote. Mr. Hult said he will stay focused on this process.

Mr. Stevenson spoke about the FinTeam Meeting that occurred this morning. He said the Board of Assessors has nearly completed their fiscal 2013 re-valuation process. The Town Accountant reported that the fiscal 2011 books are closed and complete. She is now focusing on 2012. The FinCom talked about the fiscal 2013 budget. Mr. Stevenson said at our last meeting the Finance Committee spoke about a proposed budget that had a \$400,000 surplus. He said there is also about \$100,000 in potential requests from departments and approximately \$150,000 requested for two Capital Items. He said there was a question as to whether we should pay for those Capital Items in this year's budget or add them to long term debt.

Group Health Plan Design Changes/Mitigation Plan

Mr. Goddard said since the Boards last meeting members of the IAC met with the presidents of the local bargaining units; Steve Mack from the Police Union, Kirk Bishop from the Dispatcher, and Linda Vanaria from the Carlisle Teacher Association. He said they discussed the mitigation proposal that this Board had approved and recommended. A copy of the draft agreement was in the books tonight. Mr. Goddard went over the insurance process explaining again the use of the debit cards. In the proposed agreement, it is further agreed that the Town will not initiate any further changes for the period of this agreement.

Mr. Hult said this is an important point. He said in regard to paragraph 3 of the Financial Plan Summary, and changes to the plan, if the Minuteman Health Plan Group changes plan designs during those two years (2013 and 2014), then the Town will make up the difference. He said even if that is highly unlikely, but it is a potential liability that is out of our control. Mr. Scavongelli asked how other community's have decided on this process. Larry said the Town of Concord with all of their bargaining units and Concord-Carlisle and their bargaining units have adopted this plan. Larry said he can almost guarantee there will be no plan changes over the next three years.

Mr. Goddard said this afternoon he and Larry were notified by the Teachers the Police Officers that they were prepared to execute the agreement. The Dispatcher's representative is on vacation however, they expect to hear from him tomorrow. Mr. Hult said the discussions with the heads of the bargaining units were very constructive toward a mutual decision.

Larry said he would like to be able to go back to the collective bargaining units tomorrow morning, and say that given their acceptance of the proposal the Board of Selectmen has also approved the plan. He added that he still needs to contact the Dispatchers to make sure we have them on board.

Larry said this agreement, drafted in this form is acceptable and conditioned upon the acceptance of the agreement by the dispatchers, [we have an agreement by the teachers and the police officers] and if the dispatchers agree, then we are done.

Mr. Hult said he would advocate approving this plan upon the approval of the three bargaining units.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to accept the language in the draft document [dated February 14, 2012] and execute this agreement on the condition of the approval of the collective bargaining units.

Larry thanked the members of the Insurance Advisory Committee and the members of the collective bargaining units.

Police/Fire Chief – Communications position hires

Mr. Stevenson said he would like to acknowledge Chief Flannery's accreditation to the Massachusetts Fire Service Commission. He is now an accredited Fire Chief in the State of Massachusetts.

Chief John Fisher said two Dispatchers have left their positions at the Communication's Department. He said they have found two replacements; Ashley Buckland and Donald Gerard. The Chief spoke about their backgrounds, resume's and job qualifications.

David Flannery said he was pleased with the process and he agreed with Chief Fisher on recommending their employment as probationary dispatchers.

On a motion made by Mr. Williams and seconded by Mr. Scavongelli, it was unanimously **VOTED** to approve the appointment of Ms Ashley Buckland and Mr. Donald Gerard as probationary dispatchers subject to the acceptance of a written offer and any other pre-employment requirements.

Highland Building Committee – Report/Recommendations

Peter Scavongelli, Chair of the Highland Building Stabilization Committee spoke briefly about the history of the Highland Building. He said in 1908 the Highland Building was a school for all the students in Carlisle through eighth grade. It remained a school building for 78 years. Mr. Scavongelli spoke about the various programs that used the Highland Building until 2007 when it basically became a building of disrepair. Mr. Scavongelli in 2007 the Board of Selectmen enlisted the work of the Highland Building Study Group. In 2008 this Group rendered their findings which were essentially 1) the residents should have an opportunity to vote to determine the fate of the Highland Building and 2) immediate action should be taken to stabilize the building. The following year in 2009 the Carlisle residents voted to save the Highland Building. Mr. Scavongelli said the members of the Highland Building Stabilization Committee are John Ballantine, Nathan Brown, Alan Carpenito, Bill Fink, Bob Hilton, Mary Storrs and himself. Mr. Scavongelli said also present tonight were members from Menders, Torrey & Spencer, Inc. the Architects, School Committee, Recreation Commission, Library Trustees, and the Historical Society.

Nathan Brown vice-chair of the Highland Building Committee gave the next presentation. He wanted to mention Bob Stone, who worked with them in the beginning on the bid preparation.

Nathan spoke about the work that has been done to stabilize the building. He said some of the repairs included the following: new roof, new siding storm windows, exterior lead paint removal, building repainted, building tied to cistern and fire alarm updated. In regard to finances for stabilization, Nathan said they were allocated \$445,000 of CPA money and they used \$410,000. He said they will return \$34,900.00 to the CPA.

Nathan spoke about the future uses of the Highland Building and the process they followed in order to accurately compare each potential candidate. He said they had four potential candidates that went through the process. Nathan said based on the scoring, the Committee is recommending the following:

Gleason Public Library/Historical Society [*use*: Archival space for historic collections, office, gallery and program space, and special programs and events] and the Recreation Commission [*use*: Provide additional programs, offer larger classes]. He said it would also be available for other community needs.

Nathan spoke about the Interior Restoration which is estimated to cost approximately \$1.8million. He said the costs will vary based upon the location of the elevator and how the interior design is determined.

Mr. Steve Golson, trustee of the Gleason Library and one of the potential tenants said he and the others trustees and the Library Director were very excited about this because it is a tremendous opportunity for the Library and for the Town. The close proximity to the School is a huge asset and they hope to have programs with the School because they have a huge collection of artifacts. The Library also looks forward to continuing to work with the Historical Society.

Holly Mansfield, director of the Recreation Commission said they were very excited about the possibility of using the Highland Building. She said it is ideal for afterschool programs because it is close to the school. Holly said she could offer more programs with larger class sizes. She added that having these programs and her office space at the Highland would free-up Town Hall space.

Nathan said the next steps would be to submit an application to the Community Preservation Committee for design and development documents in the amount of approximately \$77,000. Nathan added that a new committee should be appointed.

Mr. Stevenson inquired about the parking as it relates to the use of the building. Bill Fink said the use of the School parking lot after school and on the weekends was a non-issue.

Mr. Stevenson asked how we were going to fund the operating expenses. Mr. Scavongelli said they are anticipating the fees collected by the Recreation Commission from their programs. Bill said it is difficult at this time to project what those fees might be.

In response to Mr. Gorecki, Bill Fink said the building will be open during the day, however the RecCom director will have her office there, and no additional staff will have to be hired.

Mr. Hult said this is a good project; however there are a lot of projects like this. He said this will take some careful consideration from the Town.

Mr. Williams asked where the estimate of \$1.7million for the Interior Restoration originated. Tom Burgess from Menders, Torrey & Spencer, Inc. was present to answer that question. He said the estimate was done by one of their consultants and was based on a conceptual plan. The consultant took into consideration various ideas and spaces, heating systems, sprinklers and the elevator.

Alan Lehotsky, chairman of the Housing Authority said he would like to speak on behalf of the Housing Production Plan committee and on behalf of the Housing Authority and its mandate under Ch. 121B of the MGL. He said the Housing Authority proposed to the Highland Building Committee and the Carlisle School Committee that an Affordable Housing option at the Highland be investigated. This option would have an outside developer design, construct and manage and maintain nine units of rental housing with either one bedroom or studio units in the building. The School Committee opposed this proposal because of security concerns. He said the tenants would have had to take the same CORI background checks as anyone else using the Highland Building. He said this option would have been resident positive to the Town as a taxable residential development adding at least \$2million to the tax base plus adding payments to the Town for the use of the Waste Water Treatment plant.

Alan said the Town would have received credit for nine affordable units or a years Chapter 40B protection. Alan said this proposal is not an option with the School Committee.

Mr. Stevenson said this matter will be placed on a future agenda.

Review of Draft Annual Town Meeting Warrant

Mr. Goddard spoke about the draft warrant, beginning with the consent agenda. The Board agreed to not having any questions relating to the consent agenda. Mr. Goddard said the Planning Board had prepared an amendment to the bylaw relative to Accessory uses (guest houses). Mr. Hult said he and Mr. Gorecki participated in a discussion with the Planning Board on the Guest House matter. Mr. Hult said as they discussed the kitchen issue it became clear that it was more than just a short direct bylaw change but a whole series of issues relating to guest houses. He said he and Mr. Gorecki suggested an alternative and it basically has two parts; rather than try to put this together quickly this year, it would be better to form a group to study the issue of guest houses and associated relative elements that might be in the bylaw and come back with a recommendation to Town Meeting a year from now. Secondly, work with the Building Commissioner and approach the issues of guest houses as we have with the vast majority of precedent for the last 20 years and apply the kitchen rule to it. Mr. Hult said the Building Commissioner is agreeable to these terms. The Planning Board, in talking with them at their meeting last night was agreeable also.

Mr. Goddard said the Minuteman Regional High School has increased Carlisle's share due to an increase in their operating budget for Trades Hall repairs. That increase is \$6,300. The second request from the Minuteman Reg. High School was a request to establish a Stabilization fund for Capital repairs projects.

Mr. Goddard said there were three articles submitted by the Board of Health. The first one was to increase the fee for renewal of camp licenses from \$10.00 to \$50.00. Mr. Goddard said the second Article was for an appropriation for seed money for grant applications. The final request was for a new revolving fund, which the FinCom has not yet voted to support.

Mr. Goddard said the School Committee has requested a transfer of \$36,393 from Free Cash to cover Special Education Medicaid Expenses. Mr. Hult said we need someone from the School to explain this request. Mr. Goddard spoke another bylaw amendment that would allow contracts up to five years in length instead of the current three year maximum. He said it would make sense and perhaps promote savings. Another article that was proposed was the layout/acceptance of Hanover and Johnson Roads. The final request was a non-binding request re: Citizens United v. FEC which was spoken to earlier by Barbara Lewis. Mr. Hult said he spoke to Barbara Lewis about this matter and explained that he did not believe that Town Meeting is the place to bring this matter forward. Our Town Meeting is focused on Town business. Mr. Gorecki said he agreed with Mr. Hult. Mr. Goddard said the Board of Health is asking to have re-authorization of the septic loan program. Mr. Stevenson said we will have the Board of Health at a future meeting to discuss their articles. Mr. Hult said in regard to the layout of Johnson and Hanover Roads, he has had discussions with the Planning Board and if we were to go forward with this, time is of the essence. It was communicated to him that there is not enough time to do this if we do not act on this tonight.

The meeting adjourned at 9:59 p.m.

Respectfully submitted by Margaret Arena